

COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

VACANCY ANNOUNCEMENT NUMBER

TVA #10-011

POSITION TITLE, SERIES & GRADE: Human Resources Assistant(Military), GS-0203-07 **PDCN:** 70541000

OPENING DATE: 20 January 2010 **SALARY:** \$41,631 To \$54,124 (Per Annual)
CLOSING DATE: 23 February 2010 **(Step 01)** **(Step 10)**

AREA OF CONSIDERATION: Limited to current members of the Colorado Army National Guard (COARNG).

MAX MILITARY GRADE: E-6/SSG

MIN MILITARY GRADE: E-3/PFC

NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.

COMPATIBLE MILITARY ASSIGNMENT: MOS: 42A/F/L

SELECTING OFFICIAL: MSG Jeanine Williams
Telephone: 720-250-1321 / DSN: 250-1321

LOCATION OF POSITION: MILPO, JFHQ-CO, Centennial, CO 80112

NOTES: 1. PCS funds are not available
2. Must provide military rank, DOB, SSN, and TVA# on resume/application. Also submit the OF 306 (Declaration of Federal Employment).
3. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may or may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives manager at (720) 250-1337.
4. A secret clearance must be secured within one year of hire.

SPECIALIZED EXPERIENCE NOTE: Specialized experience will be used to determine qualifications for the announced position. Please provide From and To dates (mm/yy) with description of Specialized Experience:

Candidates must have **12 months** of specialized experience or training in the following:

- In one or more areas of civilian personnel operations.
- In personnel work in making person-to-person contacts to explain regulatory, procedural, and policy requirements.
- Processing transactions of an unusually complicated nature such as regulatory and procedural problems concerning reductions in force, grievances, classification appeals, etc.
- Which demonstrates the ability to deal with organization and agency representatives and various contract and supply vendors.

KNOWLEDGES, SKILLS AND ABILITIES (KSAs): In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made. Provide From and To dates (mm/yy) specifying the specialized experience.

1. Knowledge of basic rules, regulations, and policies which govern performance of the work.
2. Ability to communicate both orally and in writing.
3. Knowledge of government wide rules, regulations, laws, and policies governing the type of transactions being dealt with.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: College transcripts must accompany application in order to be considered. For the first six months of specialized experience, study successfully completed in a resident school above the high level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English composition, public administration, personnel administration, statistics, psychology, or other courses where primary emphasis is on writing skills..

POSITION DESCRIPTION INFORMATION: This position is located in the Joint Forces Headquarters-Colorado(JFHQ-CO), in the Military Personnel Office (MILPO) of the Army National Guard. The purpose of this position is to serve as the final reviewer and procedural authority of personnel actions submitted to the MILPO by lower echelons. Work is to be performed in one or more of the following work areas: Officer or Enlisted Personnel Management (OPM, EPM); iPERMS; SIDPERS; Retirement Points Accounting Management (RPAM); Selected Reserve Incentive Program (SRIP); Montgomery G.I. Bill; MOS Medical Review Board (MMRB); Line of Duty (LOD) investigations; and Funeral Honors/Casualty Assistance. Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures and requirements pertaining to actions taken or recommended. Serves as the primary point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance.

Please see “Instructions for Applying” for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

At a minimum, your packet must include the following information:

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates, from and to (mm/yy), to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1630 hours) on the closing date. NOTE: HRO is closed on Mondays.

**SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
6848 South Revere Parkway
Centennial, CO 80112-6709**

POC's: SSG Mike Martinez 720-250-1166 / DSN 250-1166 OR SPC Leonard Hill 720-250-1434 / DSN 250-1434

You may also fax your complete application to: 720-250-1169 or DSN 250-1169. The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.

You may also email applications to michael.martinez15@us.army.mil or leonard.j.hill@us.army.mil

You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.

NOTES: 1. All employees must participate in Direct Deposit/Electronic Fund Transfer.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF)**. Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

IF YOU ARE SELECTED FOR THE POSITION: The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and in-processing date, and whom to contact with your questions.

IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER: all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only). All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed.

Also see the HRO Colorado National Guard Web Site at <http://www.coloradoguard.army.mil/hro/hro.html>.